



University Management Control Program

Presented by:

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Office of Review and Evaluation



What is the Management Control Program?

The Management Control Program, as required by the Federal Managers' Financial Integrity Act (FMFIA), requires each agency to establish a system of internal controls to ensure that programs and administrative functions are efficiently and effectively carried out in accordance with applicable law and management policy; and to provide reasonable assurance each year that resources



What are Management Controls?

Management Controls are the organization, policies, and procedures used by agencies to reasonably assure that:

- Programs achieve their intended results,**
- Resources are used consistent with the University mission,**
- Programs and resources are protected from waste, fraud, abuse, and mismanagement**

Department Responsibilities

Department and Activity Heads are responsible for establishing management control systems, performing management evaluations, and providing the President, USU with a Statement of Assurance each year regarding the adequacy of management controls within their individual units.





University Reporting Requirements

Dr. Zimble, President, is required to submit an Annual Statement of Assurance to the Secretary of Defense by November 15 of each year.



Department Reporting Requirements

Each University Assessable Unit Manager is to submit a Statement of Assurance to Dr. Zimble by September each year. Information gathered from assessable units will be used as input for the University's Annual Statement of Assurance submitted to the Secretary of Defense, through the Assistant Secretary for Health Affairs, and the USH Executive Committee.



There are three types of Statements of Assurance:

- 1. Statement of Assurance: “I have reasonable assurance that.....”**
- 2. Qualified Statement: “I have reasonable assurance that..except for..”**
- 3. Statement of no Assurance: “I do not have reasonable assurance that....”**

The statement of reasonable assurance does not report perfection in the assessable unit, rather reasonable assurance represents the manager’s informed judgement as to the overall adequacy and effectiveness of management controls within the unit



What is an Assessable Unit ?

An assessable unit is any organizational, functional, programmatic or other applicable subdivision capable of being evaluated by management control assessment procedures

Areas of Management Control within Assessable Units

- ☼ Management and Oversight
 - ▮ Mission, Operational Plan and SOP's
 - ▮ Budget and Finance
 - ▮ Travel
 - ▮ Time and Attendance
 - ▮ Contracting (IMPAC)
 - ▮ Personnel
 - ▮ Property
 - ▮ Telephones
 - ▮ Keys
 - ▮ Safety
 - ▮ Research
 - ▮ Reviews and Audits
 - ▮ Annual Statements of Assurance
 - ▮ ADP Considerations



Sources of MC Information

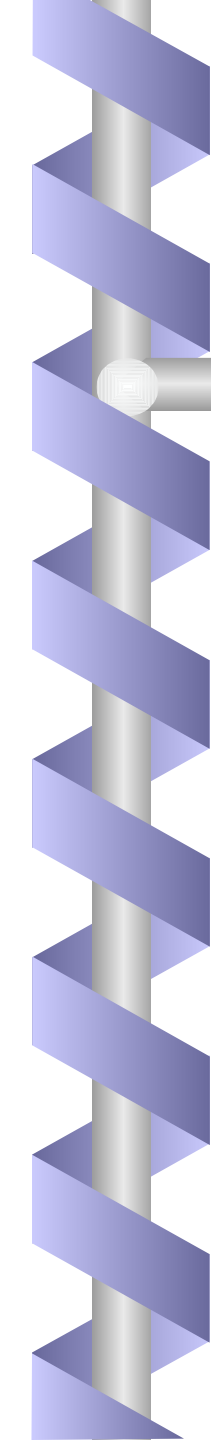
- ☼ Management Knowledge
 - ▮ Management Reviews
 - ▮ IG and GAO Reports
 - ▮ Program Evaluations
 - ▮ Reviews of financial information



Identifying and Reporting a Weakness

A material weakness is:

- A deficiency that is beyond the scope of the University and would require assistance from outside the agency to correct.**
- Such a weakness significantly impairs the fulfillment of the University's mission or operational objective; deprives the public of needed services; violates statutory or regulatory requirements; significantly weaken safeguards against fraud, waste, or mismanagement of**



Reporting a weakness (continued)

A systemic weakness is:

- **A deficiency that is reported only internally in an assessable unit.**

*** Example: Establishing mission and goals, filling of vacant positions, etc.**



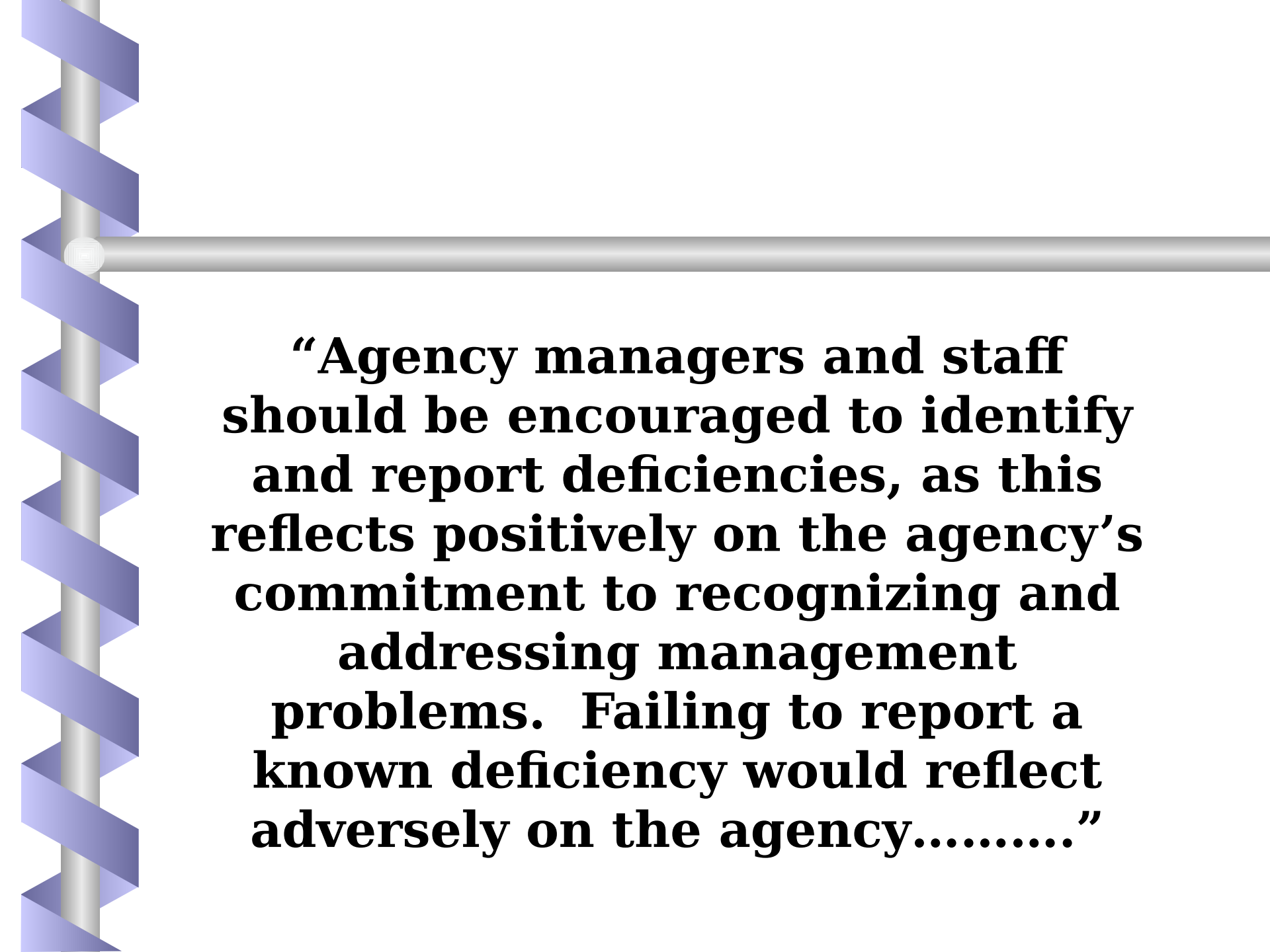
Designated Program Managers

Each Department/Activity Head shall designate their Administrative Officer as the internal program manager. The program manager shall keep abreast of department activities, coordinate the department's Statement of Assurance, and

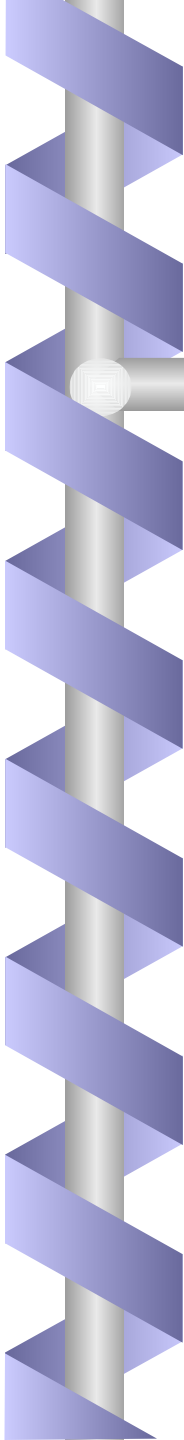


Program Manager Responsibilities

- ☼ Serve as point-of-contact for all management control information
- ▮ Oversee the implementation of the department management control program
- ▮ Emphasize prevention and correction of waste, fraud, and mismanagement
- ▮ Monitor department activities for compliance with FMFIA guidelines



“Agency managers and staff should be encouraged to identify and report deficiencies, as this reflects positively on the agency’s commitment to recognizing and addressing management problems. Failing to report a known deficiency would reflect adversely on the agency.....”



“Agency managers are responsible for taking timely and effective action to correct deficiencies.....”

“Correcting deficiencies is an integral part of management accountability and must be considered a priority by the agency.”



USU Points of Contact

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Remember:

It is the responsibility of all University employee's to monitor management controls and protect against waste, fraud, abuse and



References:

- ▮ USUHS Instruction 7004, “Management Control Program,” dated December 12, 2000
- ▮ DoD Directive 5010.38, “Management Control (MC) Program,” dated August 26, 1996
- ▮ OMB Circular No. A-123, Revised, “Internal Control System,” dated June 21, 1995
- ▮ GAO, “Standards for Internal Control in the Federal Government,” dated June 1, 1983
- ▮ Federal Managers’ Financial Integrity Act (FMFIA) of 1982



Management Control Training

Completion:

Please use the *BACK* button on your browser to return to the Management Control Program instruction page.

Complete Step #2: Complete the survey/print your certificate. Once you have submitted your survey information you will find the link for the certificate.

Please type your name and then print the certificate as a reminder that you have